

641—76.26 (135) Meetings.

76.26(1) Meetings of the council will be held as necessary and at the call of the director or the chairperson. There shall be a minimum of four meetings per year.

a. At the last scheduled meeting of the fiscal year, the regular meetings for the following year will be scheduled.

b. Notice of meetings will be sent at least two weeks prior to the meeting date.

c. Materials for the meeting will be sent at least one week prior to the meeting date.

76.26(2) All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

76.26(3) A majority of the required and discretionary membership shall constitute a quorum.

76.26(4) At all meetings of the council, the act of the majority of the members present at the meeting shall be the act of the council.

76.26(5) Meeting attendance.

a. Attendance shall be expected at all meetings unless circumstances prohibit attendance.

b. Participation by telephone or other means is permissible so long as arrangements can be made by the department for such participation.

c. Three unexcused absences per fiscal year shall result in termination of membership as determined by the director or the director's designee.

76.26(6) The council shall maintain information sufficient to indicate the results of each vote. If necessary, members may be polled telephonically or electronically.

76.26(7) Subcommittees shall meet as necessary.